

# Town of Effingham Lot Line Adjustment Checklist

**Please read all instructions carefully. It is important that you submit all information and fees as required. Incomplete applications will be returned to the applicant for correction, which could cause delays in your project.** This complete checklist **must** accompany the application.

*The applicant is cautioned that this checklist is only a guide and is not intended to be a complete list of all requirements.*

**Project Title:** \_\_\_\_\_

	Parcel # 1	Parcel # 2
<b>Owner's Name:</b>		
<b>Property address:</b>		
<b>Map/Lot #s:</b>		

- 1. Completed Application form.
- 2. Names and addresses of Engineers, Surveyors and all other professionals whose seal appears on the plat. (Attach a separate sheet or utilize a Notification List for this information)
- 3. Ten (10) copies of each plat drawn by a licensed surveyor or engineer. Size of the plats shall be 22"x34" or 24"x36" with a scale of one (1) inch equals one hundred (100) feet or larger.
- 4. Upon final approval a Mylar plat of 22" x 34" or 24"x36" will also be required for both lots.
- 5. Include any requests for waivers with the application.
- 6. Payment to the Town of Effingham for the applicable fees.

**Lot Line Adjustment:** \_\_\_\_\_ \$125.00 application fee

**Abutter Notification:** \_\_\_\_\_ \$10.48 per Abutter/per hearing

**Total: \$\_\_\_\_\_ Payable to Town of Effingham**

- 7. Separate check made payable to: **Carroll County Registry of Deeds**

\_\_\_\_\_ \$28.00 per Plat for recording fees

\_\_\_\_\_ \$25.00 per Plat for LCIP surcharge

Town of Effingham  
Lot Line Adjustment Application

**Requirements:**

- Submission of a valid survey, performed by a Licensed Surveyor, on each parcel. In addition, a final plat layout for each parcel, also performed by a Licensed Surveyor.
- Each resulting Parcel must comply with all aspects of the Effingham Zoning Ordinance as described in Article 6 Section 602.
- As per RSA 676:4 I d2, for those proposals in which any structure or proposed building site will be within 500 ft. of a lake, pond, river or stream... Notification to Department of Environmental Services is required.

*The submission of this application shall constitute authorization by the landowner for the Planning Board, or designee, to enter upon the property, to investigate the facts giving rise to the application and to ensure compliance.*

**Parcel # 1**

Location: Street \_\_\_\_\_ Map# \_\_\_\_\_ Lot# \_\_\_\_\_  
Area of Entire Tract: \_\_\_\_\_ Acres: \_\_\_\_\_, Square ft.: \_\_\_\_\_  
Property Owner's Name: \_\_\_\_\_  
Property Owner's Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Other contact # \_\_\_\_\_  
If Different from Property Owner  
Applicant Name: \_\_\_\_\_  
Applicant Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
**Signature of Owner/Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Are there any buildings on the Property at present? Yes/No  
Description \_\_\_\_\_

**Authorized Agent** (If applicable):  
I hereby authorize: \_\_\_\_\_ to serve as my agent  
for this proposal.  
**Signature Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Surveyor/Engineer: \_\_\_\_\_  
Surveyor/Engineer Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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**Parcel # 2**

Location: Street \_\_\_\_\_ Map# \_\_\_\_\_ Lot# \_\_\_\_\_

Area of Entire Tract: \_\_\_\_\_ Acres: \_\_\_\_\_, Square ft.: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Other contact # \_\_\_\_\_

If Different from Property Owner

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Signature of Owner/Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Are there any buildings on the Property at present? Yes/No

Description \_\_\_\_\_

**Authorized Agent** (If applicable):

I hereby authorize: \_\_\_\_\_ to serve as my agent  
for this proposal.

**Signature Property Owner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Surveyor/Engineer: \_\_\_\_\_

Surveyor/Engineer Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Effingham Planning Board**

**Land Use Application Notification List**

For notification of Application Consideration and Public Hearing purposes, the Applicant is required to provide a list of names, mailing addresses and Tax Map # and Lot # of all Abutters. The notification list shall also include the Town of Effingham, the Applicant, and if required, all associated Surveyors and Engineers. Notifications will be sent by certified mail with return receipt. **REQUIRED: Three copies of pre-printed mailing labels of entire list (label size 1" x 2 5/8" to comply with USPS certified mailings.**

**Abutter:** Is defined as any person whose property adjoins or is directly across the street or stream from the land under consideration.

Name	Mailing Address
Town of Effingham	68 School Street Effingham, NH 03882

Applicant Name(s)	Mailing Address	Tax Map #	Lot #

Surveyor/Engineer Name(s)	Mailing Address

Abutter Name(s)	Mailing Address	Tax Map #	Lot #

Use additional forms if needed, to include all Abutters and/or Surveyor/Engineer information.